

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer

OFFICE OF RESEARCH AND ANALYSIS



RFA #0729-02-HAA: AMENDMENT 1

August 15, 2002

FY 2002–2003 Ryan White Title II, and Housing Support Services Grant

District of Columbia Department of Health
HIV/AIDS Administration

On behalf of the Department of Health, HIV/AIDS Administration (HAA), the Office of Research and Analysis (ORA) hereby issues the following changes or clarifications to RFA #0729-02-HAA, the FY 2002–2003 Ryan White Title II, and Housing Support Services Grant. Specific changes to the text within the RFA appear in **bold type**.

✓ **Delete entire scoring sections for Housing and replace with the below criteria:**

Page 46 & 56: [SECTION VII HOUSING OPPORTUNITIES FOR PERSONS WITH HIV/AIDS, Review and Scoring of Applications]

**Program Area 1 Short-Term Transitional Housing
&
Program Area 6 Transitional Housing for Women**

Criterion A Theoretical and Technical Soundness of the Proposal (Total 50 Points)

1. The proposed program is well defined and specific to the target population cited in the priority area. **(10 points)**
2. The goals and objectives of the program are clearly defined, measurable and time specific. At a minimum, the applicant responsibilities in the program scope must be incorporated in the goals and objectives. **(10 points)**
3. The proposed activities and work plan(s) will result in the accomplishment of the project objectives. The proposed project would contribute to the achievement of the established objectives in the designated priority area(s). **(10 points)**

(continued)

4. The soundness of the methodology/ approach on the target population(s) is demonstrated as to: **(10 points)**
 - Successful residential stability and or transition to permanent or independent housing;
 - Increased skill level and or education;
 - Increased income level;
 - Improve basic living skills; and
 - Extent to which the proposed project will specify the support services for self-sufficiency.
5. Letters of Memorandum of Agreement that demonstrated formal linkages and or collaboration at a minimum with: **(10 points)**
 - Mental health providers;
 - Substance abuse providers;
 - Employment/ and or training programs; and
 - Vocational rehabilitation services.

Criterion B Relevant Experience and Organizational Capability (Total 30 Points)

1. The applicant demonstrated the knowledge relevant and experience to the service applied for and in serving the target population, including:
 - Applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the program scope. **(5 points)**
 - Applicant has experience with the population and geographic area to be served. **(5 points)**
2. Applicant demonstrated knowledge of and adherence to 24 CRF 574 for HOPWA-funded service areas and sub- budgets. **(5 points)**
3. Cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, age, disability, sexual orientation, etc.) of services are demonstrated in the following ways:
 - Applicant has demonstrated an understanding of issues affecting the target population(s) by providing a mechanism for input from the community, civic organizations, and advocates for / and or members of the target population(s) in planning, advisory, and implementation of proposed services. **(5 points)**
 - Memoranda of understanding or letters of collaboration from community and advocacy related groups of the target population(s) are provided. **(5 points)**
 - Language issues are addressed through the availability of staff with appropriate communication skills. **(5 points)**

Criterion C Sound Fiscal Management and Reasonable Budget (Total 15 Points)

1. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives by the resources assigned to the program and staff. **(10 points)**
2. Budget allocations indicate the ability to account for HOPWA eligible activities separately. **(5 points)**

Criterion D Quality Assurance (Total 10 Points)

1. The applicant provide evidence of how it will comply with quality assurance Protocols developed by the Ryan White Planning Council, the U.S. Public Health Service, HOPWA eligible activities, client eligibility, and rent calculations in accordance with 24 CRF 574, or other recognized bodies for the delivery of various health and support services as is appropriate to the service for which the applicant applied. **(5 points)**
2. The applicant provides evidence of how the various services delivered will be evaluated by a qualified third party. Evaluation method at a minimum should include performance outcomes and attainment of program targets. **(5 points)**

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Program Area 2 Multi-Service Day Center (Pilot Program)

Criterion A Theoretical and Technical Soundness of the Proposal (Total 50 Points)

1. The proposed program is well defined and specific to the target population and geographic location cited in the scope. **(10 points)**
2. The goals and objectives of the program are clearly defined, measurable, and time specific. At a minimum, the applicant responsibilities in the program scope are incorporated in the goals and objectives. **(15 points)**
3. The proposed activities and work plan(s) will result in the accomplishment of the project objectives. The proposed project would contribute to the achievement of the established objectives in the program scope. **(10 points)**
4. The soundness of the methodology/approach on the target population is demonstrated. **(15 Points Total)**

Letters of Memorandum of Agreement at a minimum with:

- District of Columbia Homeless Shelters

Criterion B Relevant Experience and Organizational Capability (Total 40 Points)

1. The applicant demonstrated knowledge relevant and experience to the service applied for and in serving the target population, including:
 - Applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the program scope. **(10 points)**
 - Applicant has extensive experience with the population and knowledgeable about the geographic area to be served. **(10 points)**
2. Cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, age, disability, sexual orientation, etc.) of services are demonstrated in the following ways:
 - Applicant has demonstrated an understanding of issues affecting the target population. **(10 points)**
 - Language issues are addressed through the availability of staff with appropriate communication skills. **(10 points)**

Criterion C Sound Fiscal Management and Reasonable Budget (Total 5 Points)

1. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives by the resources assigned to the program.

Criterion D Quality Assurance (Total 10 Points)

1. The applicant provides evidence of how the various services delivered will be evaluated by a third party. Evaluation method at a minimum should include performance outcomes and attainment of program targets.

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Program Area 3 Housing Quality Standards Inspections (HQS)

Criterion A Theoretical and Technical Soundness of the Proposal (Total 60 points)

1. The goals and objectives of the program are clearly defined, measurable, and time specific. **(20 points)**

2. The proposed activities and work plan(s) will result in the accomplishment of the proposed objectives. The proposed project would contribute to the achievement of the established objectives in the designated priority area(s). **(15 points)**
3. The soundness of the methodology/ approach on the target population(s) is demonstrated. **(10 points)**
4. The proposed impact of the program on the target population(s) is clearly delineated and justified as to the: **(5 points)**
 - Extent to which the proposed project/services will meet the specific needs of the target population(s); and
 - Extent to which the project will demonstrate and ensure safe, secure, and appropriate living environment.
5. Appropriate letters or memorandum of agreement that demonstrate formal linkages and/or collaboration. **(10 points)**

Criterion B Recent Relevant Experience and Organizational Capacity (Total 30 Points)

1. The applicant demonstrated the knowledge and experience relevant to the service applied for and in serving the target population, including:
 - Applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the program Scope. **(10 points)**
 - Applicant has extensive experience in the service area with populations with disability. **(10 points)**
 - Applicant has demonstrated an understanding of issues affecting the target population. **(10 points)**

Criterion C Sound Fiscal Management and Reasonable Budget (Total 5 Points)

1. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives by the resources assigned to the program.

Criterion D Quality Assurance (Total 20 Points)

1. The applicant provides evidence of how the various services delivered will be evaluated by a third party. Evaluation method at a minimum should include performance outcomes and attainment of program targets.

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Program Area 4 Housing Mediation Program

Criterion A Theoretical and Technical Soundness of the Application (Total 60 Points)

1. The goals and objectives of the program are clearly defined, measurable, and time specific. **(20 points)**
2. The proposed activities and work plan(s) will result in the accomplishment of the proposed objectives. The proposed project would contribute to the achievement of the established objectives in the designated priority area(s). **(15 points)**
3. The soundness of the methodology/ approach on the target population(s) is demonstrated. **(10 points)**
4. The proposed impact of the program on the target population(s) is clearly delineated and justified as to the: **(5 points)**
 - Extent to which the proposed project/services will meet the specific needs of the target population(s); and
 - Extent to which the project will demonstrate and ensure safe, secure, and appropriate living environment.
5. Appropriate letters or memorandum of agreement that demonstrate formal linkages and /or collaboration. **(10 points)**

Criterion B Relevant Experience And Organizational Capability (Total 30 Points)

1. The applicant demonstrated the knowledge and experience relevant to the service applied for and in serving the target population, including:
 - a. Applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the program Scope. **(10 points)**
 - b. Applicant has extensive experience in the service area with populations with disability. **(10 points)**
 - c. Applicant has demonstrated an understanding of issues affecting the target population. **(10 points)**

Criterion C Sound Fiscal Management And Reasonable Budget (Total 5 Points)

1. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives by the resources assigned to the program.

Criterion D Quality Assurance (Total 20 Points)

1. The applicant provides evidence of how the various services delivered will be evaluated by a third party. Evaluation method at a minimum should include performance outcomes and attainment of program targets.

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Program Area 5 Client Empowerment for Self-Sufficiency Program

Criterion A Theoretical and Technical Soundness of the Proposal (Total 50 Points)

1. The proposed program is well defined and specific to the target population cited in the priority area. **(10 points)**
2. The goals and objectives of the program are clearly defined, measurable, and time specific. At a minimum, the applicant responsibilities in the program scope must be incorporated in the goals and objectives. **(10 points)**
3. The proposed activities and work plan(s) will result in the accomplishment of the project objectives. The proposed project would contribute to the achievement of the established objectives in the designated priority area(s). **(10 points)**
4. The soundness of the methodology/approach on the target population(s) is demonstrated as to: **(10 points)**
 - A develop strategy which highlights the economic self sufficiency continuum with the target population;
 - A develop needs assessment survey tool with emphasis on education, employment, training, and retention; and
 - Extent to which the project specify those support services offer to prepare and enhance self-sufficiency.
5. Letters of Memorandum of Agreement that demonstrates formal linkages at a minimum: **(10 points)**
 - HAA funded housing providers and Gatekeeper;
 - Training programs;

- Local, federal, and private agencies with job readiness, training programs, vocational rehabilitation, etc.; and
- GED preparation programs.

Criterion B Relevant Experience and Organizational Capability (Total 40 Points)

1. The applicant demonstrated the knowledge relevant and experience applied for and in serving the related target population including: **(20 points)**
2. Applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the program scope. **(10 points)**
3. Cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, age, disability, sexual orientation, etc.) of services are demonstrated in the following ways:
 - Applicant has demonstrated an understanding of issues affecting the target population(s) by providing input from the target community. **(5 points)**
 - Language issues are addressed through the availability of staff with appropriate communication skills. **(5 points)**

Criterion C Sound Fiscal Management and Reasonable Budget (Total 5 Points)

1. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives by the resources assigned to the program.

Criterion D Quality Assurance (Total 5 Points)

1. The applicant provides evidence of how the various services delivered will be evaluated by a third party. Evaluation method at a minimum should include performance outcomes and attainment of program targets.

New Program Information:

FY 2002 Community Voices Grant

FY 2002 Community Voices Clinic Based Case Management Pilot

SECTION I GENERAL INFORMATION

The Department of Health, Community Voices Collaborative of the District of Columbia (CVC) is a community-focused organization, dedicated to improving health care access for the

underserved in the District of Columbia. The mission is to identify the barriers to providing health care to the underserved in Washington, D.C. and implement sustainable means of eliminating them to facilitate access to the full spectrum of care. (Solutions that sustain system change through the implementation of policies, protocols, programs, and/or procedures.) Through the use of community forums, pilots, surveys, advisory committees, collaborations, and outreach initiatives, community concerns are captured and fed back to policy makers to inform decisions on program development and resource allocation

The District of Columbia Department of Health is soliciting applications from qualified applicants to provide case management technical assistance. Under this Request for Application (RFA), applicants may apply for funds to provide services in the following areas: **Case**

Management

Target Population

The target population includes non-profit clinics and the indigent, uninsured, and under-served persons who are residents of the District of Columbia.

Applicants must document linkages with other major organizations serving the target population(s) identified.

Eligible Organizations/Entities

Not-for-profit, for-profit health and support service providers may apply including community-based organizations and government-operated health facilities that are located and provide services in the District of Columbia but not individuals.

Source of Grant Funding

Funds are made available through the W.K. Kellogg Foundation grant awarded to the District of Columbia, Department of Health.

Award Period

The grant awards will be for an initial period not to exceed one (1) year from the date of the award. Upon satisfactory performance of activities during the first year, the grant may be extended for an additional one-year period.

Grant Awards and Amounts

Community Voices: \$180,000

SECTION II – PROGRAM AREA

Program Area Community Voices (CV) Clinic-Based Case Management Pilot

Approximately \$ 180,000 is available to fund this program area.

Case management is defined as effective coordination of primary medical, psychosocial, support services, and referrals to appropriate programs. The goal of the CV Case Management Pilot is to design and provide case management services to non-profit clinics resulting in development of a coordinated case management system model.

The case management pilot will work with clinics to identify case management needs, develop a standardized intake form, and develop protocols to be used within the non-profit clinic system. In addition, this model for care coordination should identify risk factors, develop assumptions, interventions, and outcome objectives wherever possible.

A database or referral guide is to be identified or developed to assist clients in finding services not offered by the primary care site.

The pilot will run for one year from the date of award.

Applicant Responsibilities

1. The applicant is responsible for hiring, paying, coordinating and training the CV case management team to include 3-4 case managers and computers.
2. The applicant, working with the case management team, is responsible for working with safety net clinics to identify case management needs and developing protocols to address those needs.
3. Based on findings, and while reviewing models from other cities/states, the applicant is responsible for developing a standardized intake and assessment tool and piloting the tool in at least three participating clinics.
4. Concurrently, the applicant is responsible for developing outcome objectives for the model of care management that is developed.
5. The applicant is responsible for establishing and conducting trainings for participating non-profit clinic staff on the CV case management model.
6. The applicant is responsible for ensuring that MSW-LICSW supervision will be provided for the case management team. The applicant must develop a job description including qualifications and relevant work experience for the case managers that are to be hired.

SECTION III - REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel for this RFA is composed of neutral, qualified, professional individuals who have been selected for their unique experiences in the human service, public health, data analysis, health program planning, evaluation, social services planning and implementation. The review panel will review and score each applicant's proposal, and when the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. CVC shall make the final funding determinations.

SCORING CRITERIA (Community Voices Case Management)

Criterion A Theoretical and Technical Soundness of the Proposed Plan and Operation (Total 35 Points)

1. The objectives of the proposed project are clearly defined, measurable and time-specific. **(5 points)**
2. The proposed activities and work plan will result in the accomplishment of the project objectives. The proposed project will contribute to the achievement of the established objectives in the designated priority area(s). **(5 points)**
3. The soundness of the proposed methodology/approach is demonstrated. Action steps are appropriate for the methodology proposed. **(5 points)**
4. The proposed impact of the program on the target population(s) is clearly delineated and justified: **(10 points)**
 - a. By the extent to which the program will enhance case management capabilities by developing tools, procedures, and protocols;
 - b. By the extent to which the proposed pilot will ensure the hiring and management of case managers; and
 - c. By the extent to which the proposed project/services will meet the specific needs of the target population(s).
5. The proposed pilot will enhance the continuity of patient care. **(5 points)**
6. Appropriate letters of memoranda of agreement that demonstrate formal linkages and/or collaboration with other service providers are included. **(5 points)**

Criterion B Relevant Experience and Organizational Capability (Total 40 Points)

Applicants shall demonstrate the ability to achieve stated objectives, meet service delivery targets and effectively utilize funds requested through evidence of linkages with referral resources including other service providers of the target population(s), i.e., referral agreements, memoranda of understanding, shared service arrangement, partnerships, coalitions, etc.

1. The proposal demonstrates the knowledge and experience relevant to the service applied for and in serving the target population, including: **(15 points)**
 - a. Demonstrated ability to manage payroll and personnel;
 - b. The applicant demonstrates competence in the provision of the services for which funding is requested; and
 - c. The applicant has relevant experience with the population(s) to be served.
2. The proposal demonstrates cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, disability, sexual orientation, etc.) by the following: **(10 points)**
 - a. Language issues are addressed through the availability of staff with appropriate communication skills, including American Sign Language (ASL);
 - b. Sensitivity to issues of race/ethnicity, gender, culture/lifestyle and sexual orientation is demonstrated through the establishment of operating procedures which are accommodating and staffing policies which are compatible to the needs of the population(s) to be served; and
3. The applicant demonstrates the capacity to administer the proposed program. **(15 points)**

Criterion C Sound Fiscal Management and Reasonable Budget (Total 15 Points)

1. The applicant shall provide evidence of sound fiscal management and financial stability through the submission of appropriate copies of annual audits, financial statements and tax returns that have been completed within the past two calendar years. Suburban Maryland applicants must submit annual audits that include December 2000. **(8 points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives. **(7 points)**

Criterion D Evaluation/Quality Assurance (Total 10 Points)

1. The applicant provides evidence of how the various services delivered will be evaluated. Evaluation will be with respect to performance outcomes and attainment of program targets.

Decision on Awards

The recommendations of the review panels are advisory only and are not binding on the Department of Health. The final decision on awards vests solely with the District of Columbia, Department of Health. After reviewing the recommendations of the review panels and any other information considered relevant, the Agency Director shall decide which applicants to award funds and the amounts to be funded. Disbursements of awards are contingent on receipt of W.K. Kellogg award.